

ATTACHMENT 3

Minimum Standards of Supervision for Regional Office Personnel With Caseloads - Legal Work

The following criteria has been developed for use by supervisors of legal work. The criteria provides the rater with information on which to make an adequate and informed rating of their supervisees. Suffice it to say that the methods that follow are not exhaustive and only set minimum guidelines that all supervisors must follow in performing supervisory duties. Offices are encouraged to strengthen the standards if they so desire.

- A. Critique of a client interview twice per year.
 - 1. At the discretion of the supervisor, the critique can be reduced to once a year.
- B. Critique of one court/hearing appearance twice per year.
 - 1. At the discretion of the supervisor, the critique can be reduced to once a year.
- C. Review of all opening memos of staff with less than one year's experience. Staff must be affirmatively exempted from this requirement by the supervisor/manager after the first year.
 - 1. Spot check of at least five opening memos of all other staff each rating period for cases designated as unusual or complicated.
- D. Review of all closing memos prior to closing the case. (Memo must be attached to case file and initialed by supervisor.)
- E. Full case reviews for staff of less than one year's experience every two months. For all other staff, at least once per year.
- F. Spot case reviews for all staff with more than one year's experience at least once per rating period.
- G. Require the use of pending case reports by supervisees. (Updates to be provided quarterly.)
- H. Review of all pleadings and briefs before case is filed in court unless exempted by supervisor after the first year.

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[Continued]

- I. Review of all letters to adverse parties unless exempted by supervisor after the first year.
- J. For beginning advocates, review of either the first court appearance/hearing; or a mock court appearance/hearing must be convened by the local office. (Whenever possible, it is suggested that a mock presentation be conducted.)
- K. The beginning advocate must be accompanied by an experienced advocate at the first hearing/court appearance.